



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

November 1, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM 2003-25

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2002

Attached are calendars for November and December 2002 depicting processing schedules for ISIS HR. Note carefully which holidays are on the ISIS Holiday calendar and which are not. Remember that no automatic holiday processing occurs for holidays that do not appear on the ISIS Holiday calendar.

Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits, regular payroll checks, and earnings statements during these holiday periods:

- Anytime there is an early off-cycle close, OSUP will process and mail all employee's direct deposits and checks that day. Example: November 4th - employee off-cycle direct deposits and checks will be processed and mailed before OSUP leaves for the day on November 4th.
- November 29, 2002 payday will be processed as normal. Direct deposits will be transmitted on November 27th for a November 29th settlement date. Payroll checks will be mailed by November 29th.
- December 27, 2002 payday will be processed on Sunday, December 22nd. Direct deposits will be transmitted December 24th for a December 27th settlement date. Payroll checks will be mailed by December 27th.
- Earnings statements will be mailed on or after payday.

Any questions on the processing and mailing of employees direct deposits and/or checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please direct these calls to the ISIS HR Help Desk at (225) 342-2677.

JWC:SKG:kmb

Attachments: [ISIS HR Holiday Processing Calendars](#)

November

2002

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 PAYDAY	2
3	4 Off-cycle closes @ 2:00	5 *ELECTION DAY (NOT on ISIS Holiday calendar) Off-cycle unavailable	6	7	8 Off-cycle closes @ 2:00	9
10	11 Veteran's Day (on ISIS Holiday calendar) TA lockout at Noon/EA's at 6:00 Off-cycle unavailable	12	13	14	15 PAYDAY Off-cycle closes @ 2:00 Production unavailable after 5:00 p.m.	16 Production unavailable-4.6C Software Upgrade
17 Production unavailable- 4.6C Software Upgrade	18 Production unavailable-4.6C Software Upgrade	19 Production unavailable-4.6C Software Upgrade	20	21	22	23
24	25	26	27 Off-cycle closes @ 2:00	28 Thanksgiving (on ISIS Holiday calendar) Off-cycle unavailable	29 PAYDAY Acadiana Day (NOT on ISIS holiday calendar) Off-cycle unavailable	30

December**2002**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13 <small>PAYDAY</small>	14
15	16	17	18	19	20 <small>Off-cycle closes at 2:00</small>	21 <small>TA lockout at NOON / EA's out at 6:00— O/C unavailable</small>
22 <small>Process 26/2002 payroll</small>	23 <small>Users unlocked to view 26/2002 results Off-cycle unavailable</small>	24 <small>Off-cycle closes at 12:00 NOON</small>	25 <small>CHRISTMAS DAY (On ISIS Holiday calendar) Off-cycle unavailable</small>	26 <small>EXTENDED CHRISTMAS Holiday (NOT on ISIS Holiday calendar) Off-cycle unavailable</small>	27 <small>PAYDAY</small>	28
29	30 <small>Off-cycle to close at 5:00 p.m. — LAST run for calendar year 2002</small>	31 <small>Off-cycle unavailable</small>	1 <small>January</small> <small>New Year's Day (On ISIS Holiday calendar) Off-cycle unavailable</small>	2 <small>Extended</small> <small>New Year's holiday (NOT on ISIS holiday calendar) Off-cycle unavail.</small>		